

Vacancy Announcement # 04/06/31

POSITION: CHAUFFEUR, FSN-3 (OR); FP-BB,(EFM/MOH/NOR)*

OPEN TO: All Interested Candidates

OPENING DATE: June 2, 2004

CLOSING DATE: June 16, 2004

WORK HOURS: Full-time - 48 hours per week

The U.S. Embassy is seeking an individual for the position of Chauffeur in the General Services Office (GSO).

Basic function of Position

Incumbent operates motor vehicles to transport passengers and/or cargo.

Operates a passenger motor vehicle in accordance with Dispatcher's instructions to transport Embassy and/or associated agency personnel and official visitors within the city and surrounding areas.

Operates the shuttle service on a regular run one or more times a day. Completes trip tickets or other daily vehicle records regularly. Deliver documents and invitations when necessary. May be assigned to drive the head of an associated agency or VIP visitors for a portion of the time. Will maintain the daily cleanliness of the assigned vehicle.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact extension 2169.

Qualifications required

- 1. Required Education:** Completion of secondary school is required.
- 2. Required Prior Work Experience:** Two years of chauffeur experience is required.
- 3. Language Requirement:** Level II (limited knowledge) English and Spanish level IV is required.
- 4. Knowledge required:** Must be familiar with local traffic laws and area traffic patterns; helpful to be acquainted with airport procedures for assisting visitors. Excellent knowledge of Lima streets is required, particularly location of GOP offices.

5. Skills and Abilities: Must have local driver's license appropriate to type of vehicle operated.

Selection Process

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Additional Selection Criteria

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period of one calendar year from date of initial encumbrance of position are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days of their employment.

To Apply

Interested candidates for this position should submit the following:

1. *For applicants from within the Mission - Application for Employment*, please contact the Human Resources Office, extension 2169 for these forms;
2. *For applicants from outside the Mission - A current resume or curriculum vitae with a cover letter.*
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit Application to:

Human Resources Office
Av. La Encalada block 17, Monterrico, Surco
3rd floor

Point of Contact:

Telephone: 618-2169

Definitions

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- ♦ US Citizen
- ♦ Spouse or dependent who is at least age 18
- ♦ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- ♦ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- ♦ Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE: June 16, 2004

The U.S. Government is an equal employment opportunity employer. All applicants will be considered based on their experience and qualifications.

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/ or residency permits to be eligible for consideration.

Traducción no oficial

CHOFER

Principales deberes y responsabilidades:

La persona interesada operará vehículos para transportar a pasajeros y/o carga.

Operará vehículos de acuerdo a las instrucciones del Despachador para transportar personal de la Embajada y/o de agencias asociadas y visitantes oficiales dentro de la ciudad y en áreas aledañas.

Operará el servicio de shuttle una o más veces al día. Llevará un control de los viajes realizados regularmente. Entregará documentos e invitaciones cuando sea necesario. Podrá ser asignado para conducir al jefe de una agencia asociada o a visitantes VIP por un determinado tiempo. Se encargará de la limpieza diaria del vehículo asignado.

Una copia completa de la descripción del puesto donde se incluyen las funciones y responsabilidades del puesto está disponible en la oficina de Recursos Humanos. Por favor contactarse con el anexo 2169.

Para las personas interesadas en postular:

Enviar curriculum con carta de presentación dirigida a la Oficina de Recursos Humanos.

Para los empleados de la Embajada interesados en postular:

Por favor contactar la Oficina de Recursos Humanos, anexo 2169, para formulario de aplicación.

p l a z o p a r a p o s t u l a r: 16 de junio de 2004